

WELLINGTON

Online Employment Application Guide

1. Log on to www.wellingtonfl.gov
Click on Departments
Click on Human Resources
Click on "Apply online" on the right side of the screen
2. On the 'Human Resources - Employment Opportunities' screen, scroll to the bottom to locate the current open positions. From this page you can view and apply for open positions, search all job descriptions or complete a job interest card for a position or category that may not be currently available.



All open positions will be listed at the bottom of the page. Once you click on the job title; the job specifics will be displayed.

Village of Wellington | Employment - Microsoft Internet Explorer provided by Village of Wellington

http://agency.governmentjobs.com/wellington/default.cfm?action=jobs&sortBy=CLASSIFICATION&sortByASC=ASC&bHide=

File Edit View Favorites Tools Help

Village of Wellington | Employment

- Accounting and Finance (1)
- Administration (3)
- Communications (2)
- Community and Social Services (1)
- Community Development (1)
- Construction Maintenance (1)
- Construction Trades (2)
- Development/Fundraising (2)
- Economic Development (2)
- Fleet Services (1)
- Miscellaneous (2)
- Professional (1)
- Redevelopment (2)
- Trades (2)
- Utilities (1)
- Wastewater (2)
- Water Treatment (2)

Search

Enter keywords (optional): Explain this

Go or Clear Search

Print this page

6 records found.

Page # of 1

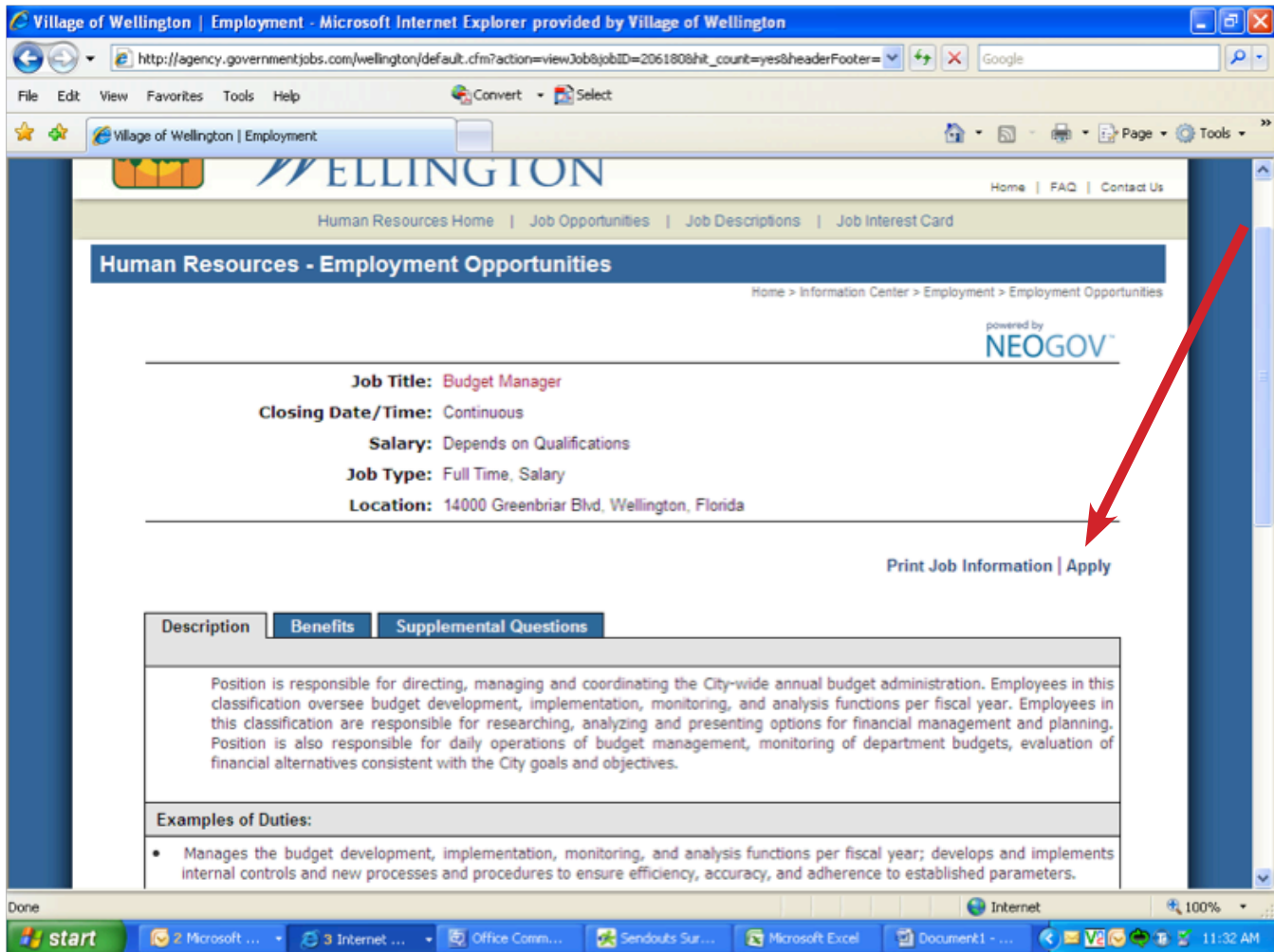
Position	Emp. Type	Salary	Closing Date
Industrial Electrician	Full Time, Hourly	\$21.27 - \$33.77 hourly	Continuous
Equipment Mechanic I	Full Time, Hourly	\$14.39 - \$22.85 hourly	Continuous
Field Technician I	Full Time, Hourly	\$16.67 - \$26.45 hourly	Continuous
Budget Manager	Full Time, Salary	Depends on Qualifications	Continuous
Neighborhood Advocate	Full Time, Salary	\$44,237.00 - \$70,239.00 annually	Continuous
Assistant Neighborhood Advocate	Part Time, Hourly	\$15.11 - \$23.98 hourly	Continuous

Page # of 1

Internet 100%

start 2 Microsoft ... 3 Internet ... Office Comm... Sendouts Sur... Microsoft Excel Document1 - ... 11:2

3. Review detailed information regarding the job: job description, benefits, supplemental questions, salary, etc. Click on the Apply link to move into the application.



4. Human Resources - Login:
 - a. If you already have a Wellington or governmentjobs.com account, log in using the applicant username and password that you created previously. Skip to Step 6 or 7. Note: you will not be able to create another account using the same e-mail address.
 - b. Or, if you have never registered with Wellington or governmentjobs.com, you will first need to set up an account. To do so, click on the 'Not registered Yet? Create Your Account Here!'

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:	rosshanson
Password:	••••••••
<input type="button" value="Login"/>	

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

5. Enter your new account information

Write your username and password here:

_____/_____
Username Password
(you MUST remember this information)

- Click on the 'Save' button when you are done.
- A page will be displayed with your login information. Click on the 'Login' button
- Enter your username and password and click

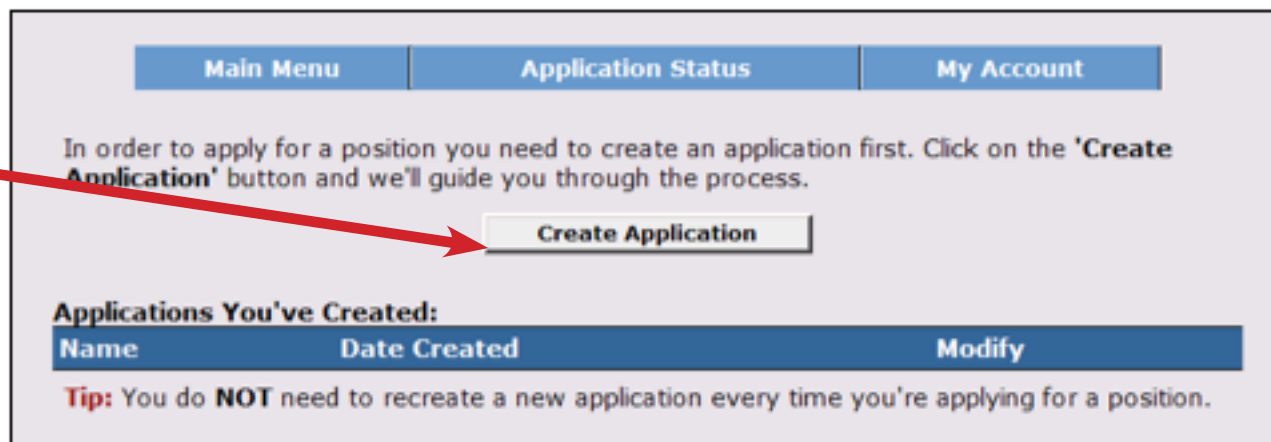
The screenshot shows a web browser window titled "Village of Wellington | Employment - Microsoft Internet Explorer provided by Village of Wellington". The address bar shows the URL "https://www.governmentjobs.com/jobSeekerRequestAccount.cfm". The page content is titled "Request New Job Seeker Account" and contains a form with the following fields:

- * First Name
- Middle Initial
- * Last Name
- Primary Phone
- Alternate Phone
- * Email
- * Notification Preference (dropdown menu, currently set to "Select")
By which method would you prefer to be notified about application status, testing dates and examination results?
- * Address 1
- Address 2
- * City
- * State (dropdown menu, currently set to "Select")
- * Zip
- Country (dropdown menu, currently set to "Select")
- * Username
Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25
- * Password
- * Confirm Password

The browser window also shows the Windows taskbar at the bottom with the Start button and several open applications: Microsoft Word, Internet Explorer, Office Communications, Sendouts Sur..., Microsoft Excel, and Document1 - ... The system clock shows 12:03 PM.

6. If you have never created an application online in our system, this will be your next step. Click on 'Create Application'.

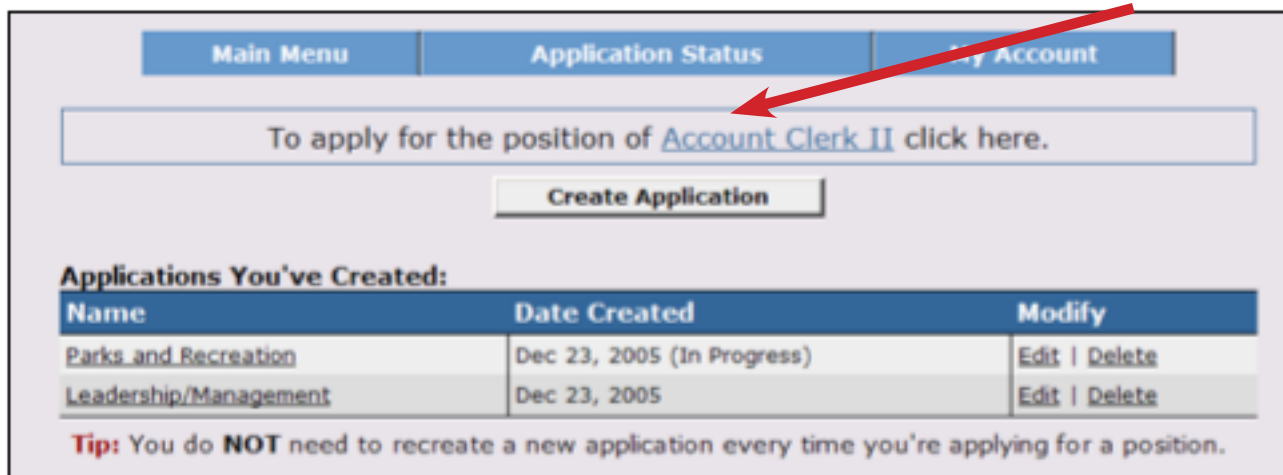
- Input a title for your application for your future reference.
- Click on the 'Create an Application' button and skip to Step 8.



The screenshot shows a web interface with three navigation tabs: 'Main Menu', 'Application Status', and 'My Account'. Below the tabs, a message states: 'In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.' A red arrow points to a button labeled 'Create Application'. Below this, a section titled 'Applications You've Created:' contains a table with columns 'Name', 'Date Created', and 'Modify'. A tip at the bottom reads: 'Tip: You do NOT need to recreate a new application every time you're applying for a position.'

Name	Date Created	Modify
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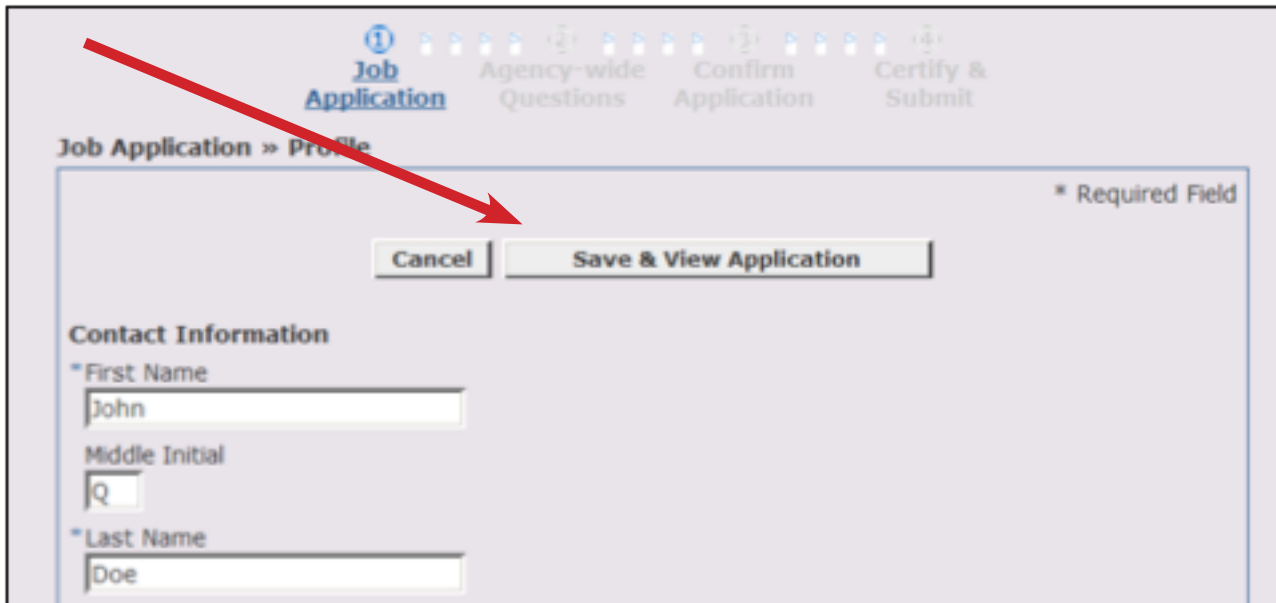
Or, if you have already created an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION. Apply for new jobs with a previously created application by simply clicking on 'To apply for the position of ____ (the job title) __ click here.' You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.



The screenshot shows the same web interface as the previous one. A red arrow points to a link that says 'To apply for the position of Account Clerk II click here.' Below this link is a 'Create Application' button. The 'Applications You've Created:' table now contains two entries: 'Parks and Recreation' with date 'Dec 23, 2005 (In Progress)' and 'Leadership/Management' with date 'Dec 23, 2005'. Each entry has 'Edit | Delete' links. The tip at the bottom remains the same.

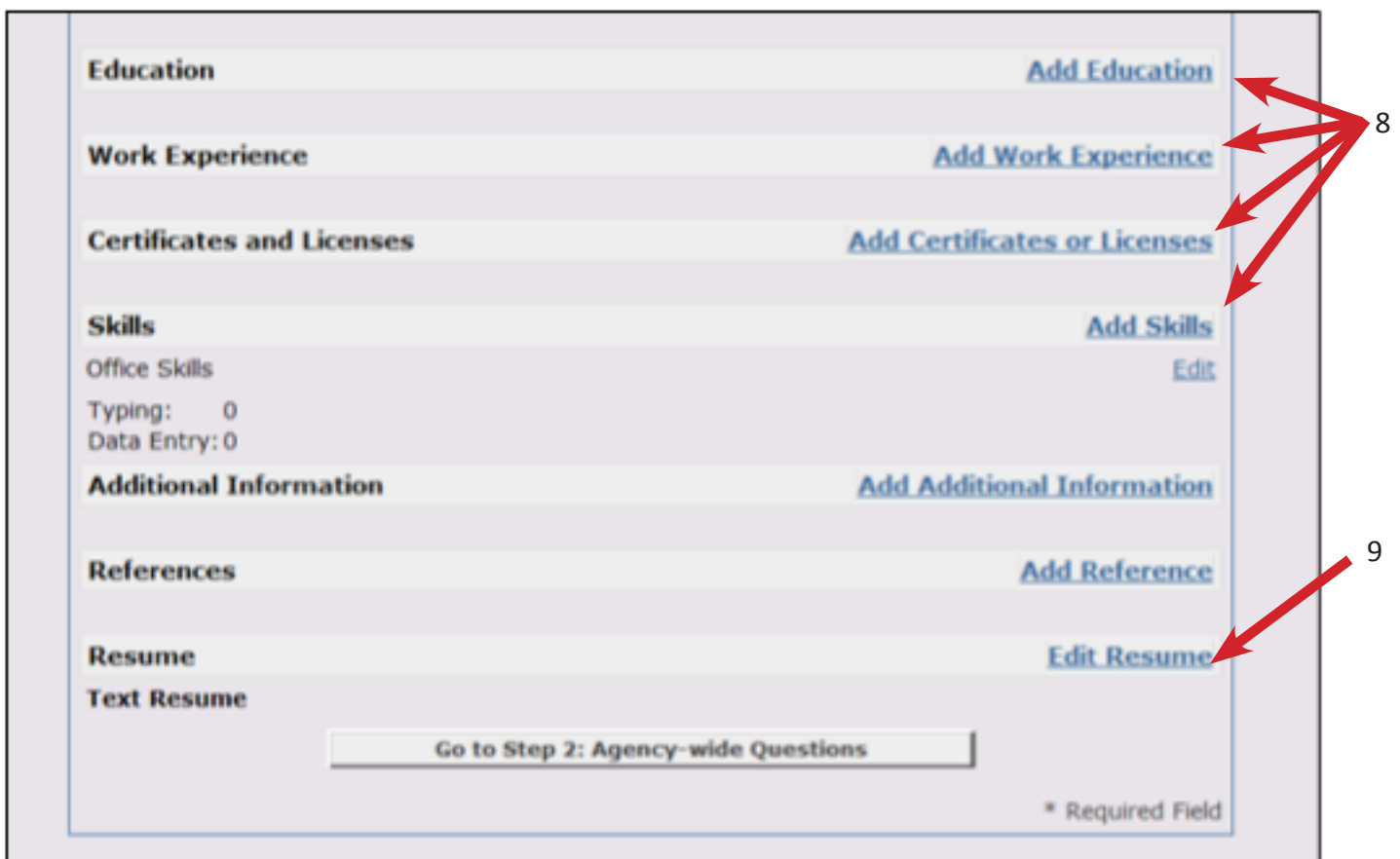
Name	Date Created	Modify
Parks and Recreation	Dec 23, 2005 (In Progress)	Edit Delete
Leadership/Management	Dec 23, 2005	Edit Delete

7. Fill in the “Personal Profile” information if you are creating a new application. If this is a previously created application, review and update. Note: Required Information is marked with an asterisk (*) and must be completed. Click ‘Save and View’ to proceed.



The screenshot shows the 'Job Application >> Profile' page. At the top, there is a progress bar with five steps: 1. Job Application (active), 2. Agency-wide Questions, 3. Confirm Application, 4. Certify & Submit, and 5. (unlabeled). Below the progress bar, the page title is 'Job Application >> Profile'. On the right, there is a note: '* Required Field'. In the center, there are two buttons: 'Cancel' and 'Save & View Application'. Below these buttons is the 'Contact Information' section. It contains three required fields: 'First Name' (with the value 'John'), 'Middle Initial' (with the value 'Q'), and 'Last Name' (with the value 'Doe'). A red arrow points from the top left towards the 'Save & View Application' button.

8. Add Education, Work Experience, Certificates, and other information by clicking on the Add Links. Click on the ‘save’ button at the bottom of each section. To add additional entries in any of these sections, click on Add again.



The screenshot shows the 'Job Application >> Profile' page with various sections and links. The sections are: 'Education' (with 'Add Education' link), 'Work Experience' (with 'Add Work Experience' link), 'Certificates and Licenses' (with 'Add Certificates or Licenses' link), 'Skills' (with 'Add Skills' link and an 'Edit' link below it), 'Additional Information' (with 'Add Additional Information' link), 'References' (with 'Add Reference' link), and 'Resume' (with 'Edit Resume' link). Below the 'Resume' section is a 'Text Resume' field. At the bottom, there is a button labeled 'Go to Step 2: Agency-wide Questions'. A red arrow points from the top right towards the 'Edit Resume' link. Another red arrow points from the bottom right towards the 'Go to Step 2: Agency-wide Questions' button. The text '8' is next to the 'Add' links, and '9' is next to the 'Go to Step 2' button. A note '* Required Field' is at the bottom right.

9. If you wish to enter a resume, click 'Edit Resume'. You may cut and paste from a previously completed resume into this section. Or you may start from scratch. Resumes are not required for every position, but in certain cases will reflect positively on your application.
10. Answer the agency-wide supplemental questions (or review your answers if you are using a previously created application). Click on 'Save & Proceed' button at the bottom of the page.
11. Answer the job-specific supplemental questions (if any).
12. Click on the 'Save & Proceed' button at the bottom of the page.

1 > > > > 2 > > > > 3 > > > > 4 > > > > 5
[Job Application](#) [Agency-wide Supplemental Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions

* Required Field

If you need more than **one hour** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

1. What software programs are you proficient in using?

☒ MS Word
☒ MS Excel
☐ MS Access
☒ MS Outlook

* Required Field

11 & 12

13. Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click 'Confirm Application'.

14. Click the 'Accept' button on the digital signature screen.

The screenshot displays the Wellington Human Resources Employment Application page. At the top, the Wellington logo is visible alongside the tagline "A great hometown... Let Us Show You!". Navigation links for Home, FAQ, and Contact Us are present. Below the header, a breadcrumb trail reads: Home > Information Center > Employment > Employment Application. The page title is "Human Resources - Employment Application". A welcome message for Kimberly Henghold is shown, along with "Help" and "Logout" buttons. A navigation bar includes "Main Menu", "Application Status", and "My Account". The "Application process steps" section shows a progress bar with four steps: 1. Job Application, 2. Agency-wide Questions, 3. Confirm Application, and 4. Certify & Submit. The "Certify & Submit" section contains a certification statement and two buttons: "Accept" and "Decline". A red arrow points to the "Accept" button. The footer includes links for Home, Disclaimer & Policies, FAQs, Staff E-Mail, Phone Directory, Site Map, and Webmaster, along with a copyright notice for 2000.

Wellington

A great hometown...
Let Us Show You!

Home | FAQ | Contact Us

Human Resources Home | Job Opportunities | Job Descriptions | Job Interest Card

Human Resources - Employment Application

Home > Information Center > Employment > Employment Application

Welcome, Kimberly Henghold

Help Logout

Main Menu Application Status My Account

Maintenance Worker II - Application process steps:

1 2 3 4

Job Application Agency-wide Questions Confirm Application Certify & Submit

Certify & Submit

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Village of Wellington and will not be returned. I understand Village of Wellington may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Accept Decline

Home | Disclaimer & Policies | FAQs | Staff E-Mail | Phone Directory | Site Map | Webmaster

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15. Click on the 'Logout' link in the upper-right hand corner.